

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY FIELD STATION KUNIA  
WAHIAWA, HAWAII 96786-5000

USAFS KUNIA MEMORANDUM  
NUMBER 5-3

25 April 1985

Expires 25 April 1988  
Management  
CONFIGURATION MANAGEMENT

1. PURPOSE. To provide policy, procedures, and responsibilities for the USAFS Kunia Configuration Management (CM) Program and Configuration Control Board (CCB). This program is established to identify, control, and document the physical characteristics of systems and equipment, from a hardware standpoint, under control of the Commander, USAFS Kunia.

2. OBJECTIVE.

a. The objective of the Configuration Management Program of Field Station Kunia is to control, monitor, and record all changes in the station's hardware configuration.

b. The objective of this memo is to establish the Configuration Control Board (CCB), define its workings and document the CCB as a Standing Committee of the Planning Steering Group as called for in USAFS Kunia Memo 5-1.

3. SCOPE. This memorandum is applicable to all mission equipment and systems within operational areas of USAFS Kunia to include tenant units. It includes installation of ADP and tenant unit hardware, but excludes US Army Information Systems Command (USAISC) Detachment communications equipment not on the operations floor. [REDACTED] (B)(1)

[REDACTED], but all change requests involving hardware will be coordinated with the CMO before submission.

4. DEFINITIONS.

a. Configuration Management. Configuration Management is defined as that discipline that applies technical and administrative direction and surveillance to:

(1) Identify and document the physical characteristics of configuration items (configuration identification).

(2) Control changes to these characteristics (configuration control).

(3) Record and report change processing and implementation status (configuration status accounting).

This memorandum supersedes USAFS Kunia Memo 70-1, 15 Feb 82

25 April 1985

Configuration Management, therefore, is the means by which the integrity and continuity of the design, development, implementation, and maintenance of a system is recorded, communicated, and controlled. Configuration Management provides the formal control of project design and development activities through the use of the procedural concepts: configuration identification, configuration control, and configuration status accounting.

b. Configuration Identification. Configuration Identification consists of the technical documentation that identifies and describes the product and its component parts throughout the design, development, test, production, and maintenance tasks. Through the review and approval process, these technical documents are established as baselines to serve as points of departure for controlling changes. Configuration identification also applies to product markings and numbering.

c. Configuration Control. Configuration control is the systematic evaluation, coordination, and formal approval/disapproval of proposed baseline changes, and the implementation of all approved changes to the design and production of a configuration item. Configuration control is essential during the system development cycle and operations phase in that it assures that approved system requirements are changed only after assessment and consideration of system impact, and that the design remains unchanged until errors are uncovered or required changes are identified and approved.

d. Configuration Status Accounting. Configuration status accounting is the element of configuration management that maintains the essential records and reports of configuration data. The primary objectives of configuration accounting are:

(1) To maintain current and accurate configuration baselines.

(2) To maintain current and accurate records of the status of changes completed and in progress.

Documentation of configuration status is a systematic record of approved changes, scheduled incorporation dates, and the actual incorporation date.

e. Configuration Item. A configuration item is any equipment, grouping, or system that is placed under configuration control. INSCOM Reg 70-3 has established USAFS Kunia as a configuration item. Integrated Logistics Support Plans (ILSP) for new systems and equipments will generally specify that the hardware is a Configuration Item.

f. Class I Engineering Change Proposal (ECP). A Class I ECP is one whose tasking or funding requirements are beyond the authority of FS Kunia to handle or which significantly alter the Position Equipment Indicator (POEI) or the operational capability of the station.

25 April 1985

USAFS Kunia Memo 5-3

g. Class IIM ECP. A Class IIM ECP was formerly a Minor Mission Alteration. It will not affect the POEI or operational capabilities of the station and the CMO holds all the documentation.

h. Class IIT ECP. A Class IIT ECP was formerly a Temporary Mission Alteration. It is temporary in nature either by reason of a test or a transient mission requirement. It generally should be able to be accomplished by in-house resources.

## 5. RESPONSIBILITIES.

a. Commander, USAFS Kunia, is responsible for implementing configuration management in accordance with current regulations. Headquarters INSCOM has established the world wide configuration management program and has a configuration manager attached to USAFS Kunia to assist.

b. Deputy Commander is responsible for the staff supervision of configuration management and will:

(1) Establish command policies and procedures for the USAFS Kunia Configuration Management Program. These will be in harmony with Headquarters INSCOM as outlined in INSCOM Reg 70-3.

(2) Chair the Configuration Control Board (CCB) to provide for the evaluation, processing, and implementation of changes to the USAFS Kunia configuration item. He will have approval/disapproval authority for the Commander when no inter-service conflict exists.

(3) Provide support to the Configuration Management Officer (CMO).

c. The Naval Security Group Activity (NSGA) Kunia and 6924th ESS will be asked to provide representation to sit as a member of the CCB and assign a single point of contact for all CM actions. They will advise the CMO of any hardware related, service unique systems being planned for this station.

d. CE Officer will advise on the ability of the USAISC Det FS Kunia to respond to requested changes that affect CE equipment. This will include both availability of equipment and BOM, and the manpower necessary. If beyond local capability, the CE Officer will so advise and include man-hours necessary to accomplish the change.

e. CMO will:

(1) Administer the Configuration Management Program.

(2) Serve as Executive Secretary for the USAFS Kunia CCB and sit as a member.

25 April 1985

(3) Prepare and staff Engineering Change Proposals and coordinate their implementation.

(4) Insure that baseline and as-built documentation is maintained and available.

f. The Computer Resources Control Board (CRCB) will coordinate their actions which have hardware installation requirements with the CMO, as outlined in the CRCB charter.

## 6. CONFIGURATION CONTROL BOARD

a. The Configuration Control Board (CCB) will be composed of the following individuals: (1) Deputy Commander (Chairman); (2) Operations Officer; (3) Chief, SDS; (4) Chief, ADP; (5) S4; (6) CE Officer/CDR, USAISC Detachment; (7) NSGA Kunia Representative; (8) 6924th ESS Representative; and (9) CMO - (Executive Secretary)

b. CCB members CCB will be provided copies of all ECPs and will be required to make comments/concurrences.

c. Other staff elements such as S2, EO, etc.; tenants such as MSA; or contractors may be asked to participate as required.

d. The CCB's functions is to advise the Chairman on whether to approve a proposal or not. The make-up of the Board is intended to be cosmopolitan enough to insure the Chairman sees all sides of an issue. If host/tenant agreement has not been reached in the CCB on an ECP issue, the issue will be resolved at the Commander/Commanding Officer level prior to submission to HQ, INSCOM.

## 7. ENGINEERING CHANGE PROPOSALS (ECP).

a. A change to the configuration of USAFS Kunia may be suggested by any individual or organization assigned, attached or collocated with USAFS Kunia. Proposed changes will be routed through the appropriate chain of command to the CMO. Originators should specify any required completion date based on mission necessity. It is desired that requests be kept unclassified where possible, and that any classified justifications or operating procedure changes be sent as attachments to the request. This will facilitate handling of the proposal.

b. An ECP can be either directed by higher headquarters (i.e., INSCOM or NSA/CSS) or initiated by USAFS Kunia, including tenant activities. If change proposals, notification of planned changes, or actual hardware are received by any office of this station from NSA or any other Headquarters, they will be

25 April 1985

USAFS Kunia Memo 5-3

brought to the immediate attention of the CMO.

Comments and further coordination on directed changes are possible between the user and tasker; however, copies of such correspondence will be given to the CMO to avoid later confusion.

c. The assignment of the implementing agency can be USA Field Station Kunia, NSA/CSS, a contractor or the USAINSCOM Mission Support Activity (MSA) at Vint Hill Farms Station. Normally, MSA will provide the equipment, material, and installation team to perform the required work.

d. For an explanation of the INSCOM ECP process see Appendix A.

#### 8. REFERENCES.

a. AR 70-37, Configuration Management, (Issued concurrently as NAVMATINST 4130 1 A, AFR 65-3 and NSA/CSS Reg 80-14).

b. USAINSCOM Reg 70-3, Configuration Management.

c. USAINSCOM Reg 210-6, Responsibilities and Procedures for Installation Projects.

d. USAFS Kunia Memo 5-1.


e. Letter, IALOG, 28 Apr 81, subj: Terms of Reference - Configuration Management Officer, USAFS Kunia.

The proponent of this memorandum is the Configuration Management Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Form) to this headquarters, ATTN: IAMSA-H.

FOR THE COMMANDER:

OFFICIAL:

THOMAS E. TUFTS  
MAJ, AGC  
Adjutant

  
JADE S. WOJTOWICZ  
Chief, Admin Svc Br

#### APPENDIX

A - Engineering Change Proposal

#### DISTRIBUTION:

B

Plus 5 - IAMSA-H

2 - Cdr, 6924th ESS

2 - Cdr, NAVSECGRUACT Kunia

## INSCOM ENGINEERING CHANGE PROPOSAL PROCESS

1. Configuration Management is a dynamic process whereby improvements to a system can be suggested, staffed to all concerned elements, implemented and documented for future reference. This Appendix describes the internal process used at the station as well as information on the procedures used at HQ INSCOM. Changes to USAFS Kunia will be accomplished by an Engineering Change Proposal process similar to the CM process used for weapons systems and other major equipments as required by AR 70-37.

### 2. Internal Procedures.

a. Upon receipt of a change request or proposal, the CMO will:

(1) Determine whether the change is major (Class I ECP), or minor (Class IIM) or temporary (Class IIT ECP).

(2) Assign a priority designator (emergency, urgent, or routine) after coordination with the requestor.

(3) Conduct necessary research so that a complete ECP can be written.

(4) Prepare the appropriate form: IAHK Form 18 for a Class II ECP (that which can be approved locally) or DD Form 1693 and IA Form 42 for a Class I ECP (that which must go to HQ INSCOM for approval).

(5) Coordinate the change with all members of the CCB, and forward the completed change with CCB member comments to the Deputy Commander for review and signature. Although it is the responsibility of the CMO to coordinate change requests, USAFS Kunia activities should coordinate as required throughout the entire ECP process.

(6) Forward locally approved changes to HQ INSCOM via letter of transmittal. The letter will highlight actions requested of the headquarters if appropriate.

(7) Coordinate implementation of approved changes.

(8) Update documentation based on redlines and acceptance information.

b. The Deputy Commander will have the following options on change proposals presented to him:

(1) Class I ECP: He may recommend approval and return it to the CMO for forwarding or he may disapprove and return the proposal to the submitter with comment.

(2) Class IIM ECP: He may either approve or disapprove these and they may either be tasked as an in-house effort or HQ INSCOM (IALOG-F) may be requested to task the Installation Team to do the work.

(3) Class IIT ECP: He may approve these locally for a period of 90 days. At the end of 60 days they will be re-evaluated and, if still desired, the ECP will be forwarded to HQ INSCOM for action. Approval will be assumed unless otherwise informed.

(4) Unresolved interservice conflicts will be referred to the Commander.

### 3. INSCOM'S CONFIGURATION MANAGEMENT.

a. The purpose of this paragraph is to identify USAFS Kunia as a configuration item and to clarify the interface between NSA, INSCOM DCSLOG, INSCOM MSA, and USAFS Kunia as it pertains to configuration management.

b. [REDACTED] (b)(1)

c. [REDACTED] (b)(1)

d. In order to identify the additional equipment required to support the INSCOM mission, INSCOM DCSLOG has developed a document called the Configuration Identification Tables (CIT). This document incorporates the requirement for all systems/positions. POEI [REDACTED] are assigned by INSCOM DCSLOG in coordination with DCSOPS. (b)(1)

e. The final embodiment of all mission and support equipment and material required to accomplish USAFS Kunia's mission is identified on the USAFS Kunia Configuration Identification Tables (FSK CIT). This product is available from and maintained by the Configuration Management Office. Additional documentation required to fully identify USAFS Kunia as a configuration item consists of floor plans, drawings, wire/cable lists, etc., which represents the location and configuration of all mission equipment.

f. Organization of INSCOM's Configuration Management structure is based on centralized management and de-centralized execution. The office of the Deputy Chief of Staff for Logistics (DCSLOG) has the INSCOM staff responsibility for administration of CM. Within DCSLOG the Fixed Station Engineering

Division (IALOG-F) administers the CM program through the Mission Support Activity, Vint Hill Farms Station, and the CMOs assigned to each field station. The Chief of Fixed Station Engineering has been assigned the operational control over MSA and the CMOs.

g. Fixed Station Engineering Division (IALOG-F) has a project officer for each field station. The project officer provides headquarters liaison/ coordination required in the staffing of an ECP, and initiates the project Directive to the implementing agency.

h. The Mission Support Activity is the field operating activity of HQ INSCOM, consisting of several elements. It provides installation teams (inside and outside), CMOs and supply support for project directives. These elements are under the staff supervision of DCSLOG and are directed by IALOG-F. MSA Installation Team Pacific provides support for the installation of mission equipment at Kunia and is located at USAFS Kunia. The outside Installation Team is located at Vint Hill Farms Station, Warrenton, VA and provides antenna installation and requested maintenance support. The Supply Support Activity of MSA is located at Vint Hill Farms Station and provides all the material and equipment required for an installation project. Field Station CMOs are assigned by TDA to the Mission Support Activity with a duty station overseas. CMOs execute the HQ INSCOM CM effort on-site.

i. In general, IALOG-F is responsible to staff all ECPs received from the field station. This may involve sending the ECP to NSA or AMC for final approval. Upon approval, they initiate the project directive (PD) and provide funds to implement the ECP. This PD is forwarded to MSA-V which initiates procurement/acquisition of all material (BOM) and equipment items required to accomplish the ECP. The items are then forwarded to the field station. At that time, IALOG-F schedules the Installation Team to install the ECP. After acceptance of the completed ECP by the field station, the CMO updates and maintains all documentation required.